



**PILOT HYBRID TELEWORK AGREEMENT**

<b>Employee Name:</b>		<b>Position Number:</b>	
<b>Position Title:</b>		<b>Division:</b>	
<b>Current Office County:</b>		<b>Telework Location (home address):</b>	
<b>Telework Location County (home county):</b>		<b>Percentage of Telework Weekly (2 days = 40%, 1 day = 20%):</b>	
<b>Beginning Date:</b>		<b>End Date:</b>	

**Employee’s Work Schedule and Worksite**

<b>Day</b>	<b>From (Hour)</b>	<b>To (Hour)</b>	<b>Lunch (Minutes)</b>	<b>Location</b> O = Office T = Teleworking S = Day Split Between Office and Telework
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Describe how supervision will be provided:

Describe performance standards applicable to this position, and describe you will ensure the Teleworker maintains satisfactory performance levels:

Describe how attendance and leave will be tracked:

Describe how the Teleworker's technological needs will be met while Teleworking:

**Acknowledgements**

1. The Teleworker agrees that he or she will not conduct in-person state business at the Telework Work Location.
2. The Teleworker agrees that he or she is not permitted to work a flexible work schedule, as contemplated in AP&P 5-12. Teleworkers are required to maintain normal working hours as provided in [Section 110.219\(1\), Florida Statutes](#).
3. The Teleworker agrees to attend all required meetings and training programs at locations designated by the Department, where physical in-person attendance is required.
4. The Department will not be responsible for operating costs, personal internet service, home maintenance, or any other incidental costs (e.g., insurance, utilities) associated with the use of the Teleworker's property or residence as his or her Telework Work Location.
5. The Teleworker agrees to establish appropriate physical and electronic security controls in accordance with Department AP&Ps 4-03 & 4-04.

6. The Teleworker will comply with all Department AP&Ps apply while teleworking.
7. Teleworker agrees to the requirements of AP&P 5-29 and any subsequent revisions thereto.
8. The Teleworker enters into this agreement on his or her own volition and not as a condition of employment with the Department.
9. During this Agreement, the Teleworker may be required as needed, to work at the official worksite, upon reasonable notice (e.g., within an hour).
10. Teleworker's performance and productivity will be monitored using all resources available to the Department.
11. The Teleworker is required to return a call from supervisors and other coworkers within 15 minutes during their established work period.
12. The Teleworker is responsible for checking in with his/her immediate supervisor at least once on each day they work remotely. The supervisor is responsible for ensuring compliance with this provision.
13. The Teleworker is required to use leave in 15-minute increments for any period when emergencies and other unscheduled occurrences interrupt their ability to perform their work (e.g., power outages, internet dysconnectivity).
14. Secondary employment cannot be performed during work hours or using state resources (unless the use of state resources is expressly permitted by Division or Department policy; e.g., limited use of law enforcement equipment in approved secondary employment).
15. Telework is not to be utilized while providing care for others at home or conducting other non-Department work activities.
16. The Teleworker agrees to work at the approved Telework Work Location specified herein, and not from any unapproved site, except as performed in the course of authorized travel for official business or field work.
17. The terms of the Telework Agreement may impact Teleworker benefits such as Competitive Area Differential, or insurance benefits. For questions related to benefits, please call the People First Service Center: (866) 663-4735.
18. The Teleworker understands that there may be tax implications associated with Telework, and will be responsible for seeking tax advice, if applicable.
19. The Teleworker must seek approval at least 30 days in advance and complete a revised Telework Agreement, if the Teleworker intends to Telework in a different location other than the Telework Location listed on this Telework Agreement. If approval is granted, Teleworker must complete a revised Telework Agreement. Any other modifications to the Telework Agreement should be made in writing by completing and submitting a revised Telework Agreement to the Bureau of Human Resource Management.
20. The Telework Agreement may be suspended, terminated, or modified, temporarily or permanently, at the Department's sole discretion.

**Signatures**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Division Director: \_\_\_\_\_

Date: \_\_\_\_\_

HR Bureau Chief: \_\_\_\_\_

Date: \_\_\_\_\_